

Report for Week Ending 16 May 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Reports management activity has been stepped up in two major offices. The Director of Logistics issued a directive establishing a Reports Review Panel which will review intra-Office reports presently required and will resolve questions on inter-Office reports. The Office of the Comptroller is launching a comprehensive reappraisal of those reports inventoried in March 1955. Forms and guides for this survey have been furnished the Chairman of the Comptroller's Reports Review Panel. Project is 55% complete.

Project 6-13 - Dispatch Format and Procedure

No change in project status pending completion of specifications for the new dispatch forms.

Project 6-22 - DD/I Reports Survey

No change in project status pending a meeting with the Assistant to DD/I (Administration) to discuss results of the survey.

Project 6-35 - Survey of Procurement Division Contract Files

25X1A9a Provided Mr. [REDACTED] with an agenda for a meeting with his Contract Branch people, at which time recommendations for improving the contract files will be presented. Progress continues on removing inactive material from the file room. Project is 40% complete.

General Information

FOIAb3b1 Simultaneously with receiving our request that plastic protective overlays for stencils be stocked, the Supply Division received a request from [REDACTED] for stencils with this protective film. The stocking of protective film will eliminate the need for such special requests. This incident again points up the need for clearing requests for nonstocked typists' supplies through the Records Management Staff.

[REDACTED]  
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